



Government of **Western Australia**
Department of **Treasury**

Graduate Application Information



Applicant Information Pack

Come join us at Treasury!

You will have an exciting career at the Department of Treasury (Treasury) which will allow you to perform challenging and interesting work on a range of high profile State projects, whilst building professional networks and developing new skills.

As a Graduate Officer with Treasury, you will launch your career in the Western Australian public sector and be actively supported by a network of supervisors and colleagues, all whilst contributing to important work that delivers outcomes for the West Australian community.

Before applying, we strongly encourage you to read the information in the job advertisement, the Graduate Officer Role Statement and the Level 3 Capability Framework for the best chance of success with your application.

If you require more information about the position, please contact Corrie Wharton, Senior Talent Partner on (08) 6551 2362 or corrie.wharton@treasury.wa.gov.au.

For more information about the recruitment process, please contact the Talent Programs Team at recruitment@treasury.wa.gov.au.

Please note that under no circumstances late or pro forma applications will be accepted.

Working at Treasury

Treasury is the central government agency managing Western Australia's public sector finances and formulating and implementing the annual State Budget.

We develop economic and revenue forecasts, and monitor developments in the State's economy, major revenue bases and public sector finances, to ensure Western Australia remains on track against the State Government's budgetary objectives and targets.

Our policy advisory role covers a wide range of issues, including Commonwealth State financial relations, revenue policy, public sector wages policy, public sector superannuation policy, and advice on alternative models of service delivery and infrastructure provision.

By starting your career with Treasury, you will contribute to shaping and influencing government decisions, actively contribute to the State's economy, budget and community, whilst forming connections and building professional networks.

For further information about what we do, we encourage you to have a look at www.wa.gov.au/treasury

Application Dates and Process

Applications Open: 20 June 2022

Applications Close: 29 July 2022 (5:00PM AWST)

Video Interviews & Online Cognitive and Behavioural Assessments: 5 to 14 August 2022

Shortlisted Applicants Notified: 31 August 2022

Interviews: 6 to 8 September 2022

First Round Offers: 3 October 2022

Graduate Program Commences: 9 January 2023

Step 1: Online Application Form (Closes 29 July 2022)

Complete the online application form through www.jobs.wa.gov.au by clicking the 'Apply for Job' button on the advertisement. You will be asked to answer a number of questions which will determine your suitability for the role.

You will need the following documents to upload to the online application form:

- Cover letter (maximum 1 page) that highlights your skills and abilities relevant to the role (in Word or PDF format).
- Comprehensive CV (maximum 2 pages) that summarises your academic and work experience (in Word or PDF format).
- Copy of your current or completed official academic record (dated between December 2020 and present) which demonstrates an academic average of 70% or above (Weighted Average Mark must be clearly shown or demonstrated in the documentation provided). **Please note this must be in the form of an official transcript or official letter issued by your University; screenshots from online portals will not be accepted.**
- Evidence of Australian citizenship or Australian permanent residency.
- Names and contact details of two referees who can comment on your skills and abilities relevant to the role. This may be a current or previous work supervisor, or an academic supervisor such as a lecturer or tutor.

If you do not provide the above documentation with your application, you will not meet the eligibility requirements and will not proceed to the next step in the recruitment process.

Step 2: Video Interviews & Online Cognitive and Behavioural Assessments (5 to 14 August 2022)

If you make it through the online application stage, you will be asked to complete a one-way video interview. During the video interview, you will be asked to answer 3-4 questions based on your skills, abilities and motivations for applying for the Treasury Graduate Program. It can be done on your computer, mobile or tablet device, as long as you have a stable internet connection.

We recommend you complete the interview in a location that is quiet and where you are unlikely to be disturbed. The whole process should take no longer than 30 minutes to finish, which includes checking your setup, doing some practice questions and completing the interview from us.

At the same time, you will also be emailed a link to complete a Behavioural Assessment. This assessment takes approximately 10 minutes to complete and is not timed. Once completed, you will be emailed another link to complete a Cognitive Assessment. This assessment is timed, and you will need to complete it in 12 minutes. It is important that you have reliable internet access and uninterrupted time to complete both assessments.

Step 3: In-Person Interview (6 to 8 September 2022)

The interview will be approximately 30 minutes long and you will be asked to answer 4-5 questions in a panel style interview, with ample reading time provided beforehand for you to prepare your answers. If you are based interstate, interviews will be arranged via MS Teams.

Step 4: Notification to Applicants

First round offers will be made by 3 October 2022 to successful applicants. If you have been unsuccessful in the process, you will be emailed and given the opportunity to seek feedback from the panel after the conclusion of the recruitment process.

You will also receive notification of the breach process, and should you believe that the Public Sector Employment Standard has been breached, you have 4 working days to lodge a Breach of Standard claim.

Learning and Development

Treasury is committed to the ongoing learning and development of our employees. Our support includes:

- **Public Sector Commission's Graduate Launch Program.** This Program provides career development opportunities to university graduates new to the public sector. Participants gain practical skills and apply them in the workplace, establishing a growth mindset, and embedding behaviours to set them up for a successful career.
- **Under Treasurer's Education Development Program.** This Program encourages and supports employees to build their professional skills through providing funding to support further studies. Courses and programs available include (but are not limited to) public sector studies, policy studies, tertiary courses and TAFE courses.
- **Access to paid and unpaid study leave (conditions apply).**
- **Treasury Executive and Director Shadowing Program.** The Program provides the opportunity for staff to nominate to spend one week (five consecutive days) shadowing Treasury's Executive Members and Directors.
- **Opportunity to attend external training courses and learning events** including Government specific events through our CEDA and IPAA WA memberships.
- **Coffee Shop Forums.** Internal and external speakers discuss various topics including business related, diversity and inclusion, wellbeing and more.
- **Graduate Development Sessions.** Take a deeper view to our Capability Framework and see how they translate into day-to-day work life at Treasury.
- **Higher duties acting opportunities.**

Conditions and Benefits

Treasury's employment conditions offer a wide range of attractive benefits that support individual needs and encourage a healthy work life balance. These include:

- Flexible working hours, including part-time and job share options.
- Generous leave entitlements, including:
 - Four weeks annual leave per year;
 - 13 weeks long service leave on completion of seven years' continuous service;
 - 15 days personal leave per year, to be used for sick leave, carer's leave, and planned and unplanned absences;
 - Paid parental leave available after 12 months of service;
 - Three public service holidays to be used each year (conditions apply); and
 - The option to purchase up to an additional 10 weeks of leave per year.
- Ongoing support to employees through the Employee Assistance Program.
- Wellness Program, which includes flu vaccinations and other health initiatives.
- Corporate health plans offering discounted health insurance premiums with selected providers.
- Salary packaging options, including novated vehicle leases and superannuation.

We wish you the best with your application and look forward to the opportunity to welcome you to Treasury. For more information about a career with Treasury, visit

www.treasury.wa.gov.au/careers

**Thank you for your interest in working for the
Department of Treasury and good luck with your application!**